# MANUAL PAYS 3

## SCREEN ID: HTMSP

**ATTACH TO FORM PR-10.1 (HTM00)**

| COMPANY NUMBER | EMPLOYEE NUMBER | T C D | PAGE NUMBER | EMPLOYEE NAME (FOR REFERENCE ONLY) | BALANCE ON SCREEN HTMCK WHEN ENTRY IS COMPLETE |
|---|---|---|---|---|---|
| 0 0 | | 0 | | | |

| PAY # | HOURS | SPL PAY AMT (1) | DPT/ SEC | LABOR CODE / FR-DATE / TO-DATE | ST/LOC / NON-TAXABLE | PI | ADJ (2) |
|---|---|---|---|---|---|---|---|
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SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

**(1)** **SP (Special Pay) Hours**
Enter special pay hours - 2 decimal place
Only used for special pays that allow hours

**(2)** **ACCEPTABLE VALUES:**
**ACCEPTABLE VALUES:**

| | |
|---|---|
| BLANK,+ | Positive Adjustment |
| - | Negative Adjustment |
| P | Positive Adjustment - Will be reflected in the employee'e next earnings notice Will increase appropriate fields in employee's masterfile. |
| M | Negative Adjustment - Will be reflected in the employee's next earnings notice Will decrease appropriate fields in employee's masterfile. |

_____  Authorized Signature

_____  Date

_____  Keyed By

_____  Date